

Scottish Biometrics Commissioner – Monthly Management Team Meeting

19 December - 2024 via MS Teams

Attendees	Ross MacDonald – Director (Chair) Brian Plastow - Scottish Biometrics Commissioner Cheryl Glen – Corporate Services Manager Diego Quiroz – Operations Manager Joanna Milne - Business Support Officer (Minutes)
Apologies	

Item	Subject	Discussion	Actions	Lead
1	Welcome	The Chair welcomed attendees to the final MMT of 2024		
2	Review of Minutes, Actions and Matters Outstanding from Previous meeting	Minutes from the previous Monthly Management Team Meeting were reviewed, accepted as accurate and approved for publication. The action log was reviewed and updated. No matters outstanding from previous meeting.	Minutes from previous meeting to be published on our website.	BSO
3	Operational Plan	Thematic Reports <u>Retrospective Facial Search</u> The OM and Director met with the Commissioner and HMICS to present findings and recommendations. Victim ID have produced sanitised case studies for the report. The Commissioner hopes the report will bring balance to the debate on RFS.		

DNA

The Commissioner confirmed he has been unable to get the ethnicity data for which he was hoping as it is not collated. Niamh Nic Daeid will provide the concluding chapter for the report and this will be available early January 2025. The draft report which will be ready on 15 January will include quite a few recommendations.

Laws of Retention

The recommendations for this report have been added to the recommendation's tracker.

Complaints

No complaints have been received. One enquiry has been received regarding the taking of biometrics by Police Scotland. The OM is awaiting a response from the enquirer.

Compliance Assessments

The PIRC and Police Scotland have returned their responses. The SPA is yet to submit their response but it is expected shortly. The Commissioner will review them early in 2025 and expects them to be compliant subject to the completion of the recommendations for Police Scotland.

Stakeholder Engagement

Together and Inclusion Scotland have confirmed us as organisational supporters, just Disability Equality Scotland outstanding now and the OM has resubmitted the application to them, awaiting their decision.

The OM also attended an AI workgroup held by ICO and a meeting with the European AI office.

		<p>The Director has been invited to attend a meeting with Police Scotland re body worn camera redaction tool in January.</p> <p>The Director attended the Biometrics and Overt Surveillance roundtable and the FINDS meeting where a temporary replacement for the Biometrics and Surveillance Camera Commissioner was discussed.</p> <p>The Commissioner attended a conference in Washington where he met others from the FBI and the Department of Homeland Security.</p> <p><u>Section 31 and 32 Report</u></p> <p>No update given.</p> <p><u>Newsletter</u></p> <p>The December newsletter has been issued and we now have forty-five subscribers to our newsletter.</p> <p>The full years website footfall and Social Media numbers to be circulated round the team.</p>		
4	Policies and Procedures	<p>The NRS Progress Update review and RMP Review Self-Assessment Checklist were circulated and signed off at the meeting.</p> <p>The Performance Management policy will be sent by the CSM to SPSO.</p> <p>The CSM has asked that the Impact Assessments for the CoP are reviewed</p>	OM to review all Impact Assessments that are to be reviewed this year.	
5	Audit(s)	<p>The core financial controls audit has been completed with two recommendations. The monthly report from SPSO was one of the recommendations and this has already been put in place. The second recommendation was for the SBC to consider cover for unplanned absences - familiarisation training for the OM is now to take place. This is in the diaries for early next year.</p>		

		The Commissioner confirmed the SBC being omnicompetent should be an advantage when the Landscape review of Commissioners takes place.		
6	Data Protection	CSM to circulate outputs from the Data Protection Officer's meeting.		
8	Cyber Security	Cyber Security training provided by SPSO by the end of January.	CSM, OM and BSO to complete cyber security training by end of Jan 2025	CSM, OM and BSO
8	January 2026 slot at the Parliament	A slot at the Parliament has been agreed for Jan 2026. SBC will use the slot to promote our function and highlight our new strategic plan to MSP's.	Team to suggest anything we might need for this and future stalls.	All
9	Training	The CSM will add the BCP training to everyone's training record.		
10	Resourcing Discussion	The Director circulated the planning document which has now been updated with names and proposed dates for work planning. The Commissioner proposed the compliance assessments will potentially move to bi-annually so they can be removed from the document. Also there will be no Thematic review 2025/26 due to new strategic plan and the review of the Code of Practice.	BSO to review planning document and produce a colour coded GAANT chart.	BSO
11	SBC Leave Amendments	The document has been amended to include the need for The Commissioner and Director to agree holidays, where longer than a week to ensure they are not off at the same time. Likewise the same agreement has been added for CSM and OM. The document was agreed		

12	SBC Health and Wellbeing	The document was agreed		
13	Annual Leave / Flexi Leave	<p>The director confirmed the outstanding annual leave balances and asked that the team ensure they book them asap.</p> <p>The WFH allowance provided by HMRC was discussed and it was agreed if anyone thinks they are entitled to it they can apply for it themselves.</p>	BSO to circulate WFH page on HMRC's website.	BSO
14	AOCB	<p>The Director confirmed we will no longer go ahead with the animation but a PowerPoint we can use for training is to be produced instead. This will not be looked at until the end of January due to other commitments.</p> <p>The Commissioner and Director thanked the team for their contributions this year and wished everyone a Merry Christmas and New Year.</p>	PowerPoint for training purposes to be produced by March	BSO